

# **`Olelo Community Media**

## **Job Title: Director of Finance**

Employment Type: Full-Time

FLSA Status: Exempt

Department: 54

Reports To: President and CEO

## **Job Summary**

Director of Finance is responsible for overseeing and managing the financial functions, accounting, budgeting and reporting, and compliance functions. The Director of Finance serves as a member of the senior leadership team. Duties and responsibilities include, but are not limited to, the primary list below and other inherent duties and responsibilities associated with such position.

## **Essential Duties**

- 1.Administers and oversees financial systems, accounting policies, procedures and internal financial controls to ensure proper oversight of finance & accounting practices and reports, to include payroll.
- 2.Responsible for oversight of internal and external financial and physical inventory audits.
- 3.3.Responsible for annual budgeting and planning processes to develop organizational goals and priorities; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- 4.Oversees risk management as it relates to the administration of funds. Ensures timely and accurate reporting of fund activities, and review and approval of monthly, quarterly and annual consolidated reports.
- 5.Responsible for oversight of contracts with tenants, government agencies and educational institutions.
- 6.Supervises and develops direct reports.

## **Supervisory Responsibilities**

Minimum of 3 years of supervisory experience

## **Education**

This position requires 4 years of previous experience. A Bachelor's degree is preferred.

## **Behavioral Characteristics**

- Excellent interpersonal
- Strong organizational skills, including the ability to prioritize and manage multiple assignments.

## **Language Skills**

- Excellent verbal and written communication skills

## **Reasoning Ability**

- Ability to make decisions that balance immediate needs with the long-term view.
- Display sound business judgment and ensure fiscally responsible policies, procedures and decisions.

## **Computer Skills**

- Proficient in MIP and similar financial data bases.
- Proficiency with PC programs (including MS Word, Excel, PowerPoint and Outlook).

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to sit; talk or hear.
- frequently required to use hands to finger, handle or feel; reach with hands and arms.
- occasionally exposed to stand; walk.

The employee must:

- frequently lift and/or move up to 50 pounds.

## **Work Environment**

The noise level in the work environment is quiet.